

**Open Market  
Lowest Price, Technically Acceptable**

***Request for Quotation  
For FTR 5.7.1 Software or Equal  
And subscription that includes support and software assurance***

RFQ Number: 16-100  
Request Date: 8/19/2016

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To: Open to public

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**Special Notes:**

This is a request for **Open Market Pricing**.

All items should be quoted **F.o.b. Destination**

Quotes may be faxed or e-mailed to the below listed address by **Friday, September 9, 2016 at 2:00 pm PST**. Handcarried quotes must be delivered by the same time at 501 I Street, Suite 4-200, Sacramento, CA 95814 to Colleen Hutchison. **Submit a quotation by using the attached quote sheet.**

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. Delivery is desired within 30 days after receipt of order (ARO).**

The US District Court, Eastern District of California, is interested in purchasing (23) digital recording systems for use at courtroom locations throughout the district. All courtrooms already have recording equipment and FTR version 5.3 software which needs to be upgraded to version 5.7.1 (or Equal). In Sacramento, (9) District and Magistrate courtrooms require a system upgrade. In Fresno, (10) District and Magistrate courtrooms require a system upgrade. In Redding and Yosemite, (1) system upgrade is required per site. In Bakersfield, (2) systems upgrades to the courtroom and travel laptop is required. Requirements are outlined below. Please respond to each item indicating as to whether or not requirements can be met. Non-compliance with an item is not necessarily a reason for disqualification.

1. Requirements:
  - a. Court personnel will install all vendor provided components necessary to upgrade systems to FTR version 5.7.1 (or Equal).
  - b. Recording system shall interface seamlessly with court audio system.
  - c. Any miscellaneous hardware or software needed to ensure proper operation of

- FTR Reporter and Log Notes system shall be provided.
2. Requirements for Upgrade Systems:
    - a. Court personnel will install all vendor provided components necessary to upgrade systems.
    - b. Courtrooms with electronic recording capability are equipped with FTR Recorder software release 5.3 and Log Notes release 5.3. Respondent shall provide software upgrade to latest release.
  3. The Court will choose to provide the recorder PC running Windows 10 64-bit. List standard PC requirements to operate with proposed system. Should other hardware components be required, include line item description and costs separately.
  4. Any freight or shipping costs shall be included.
  5. Vendor shall submit OPEN MARKET pricing quote. This is not a GSA Schedule market bid.
  6. A three year subscription that includes support and software assurance. Must include the latest version (5.7.1) and all future revisions of the software for the next three years.

Quotes and questions concerning this RFQ should be addressed to Colleen Hutchison at U.S. District Court, Eastern District of California, 501 I Street, Suite 4-200, Sacramento, CA 95814. Phone number (916) 930-4021, Fax (916) 930-4019, and E-Mail [chutchison@caed.uscourts.gov](mailto:chutchison@caed.uscourts.gov).

The **Delivery Address** for this purchase will be: U.S. District Court, Eastern District of California, 501 I Street, Suite 4-200, Sacramento, CA 95814. Attn: Colleen Hutchison.

Sincerely,

Colleen Hutchison,  
Contracting Officer

Attachment

Quote Sheet for RFQ Number: 16-100

Item No.	Description	List of Tasks/Requirements	Quantity	Unit	Unit Price	Extended Price
1	Sacramento Courtrooms: Upgrade	As per section 5	(9)	each		
2	Fresno Courtrooms: Upgrade	As per section 5	(10)	each		
3	Redding Courtroom: Remote Upgrade	As per section 7	(1)	each		
4	Yosemite Courtroom: Remote Upgrade	As per section 7	(1)	each		
5	Bakersfield Courtroom: Remote Upgrade	As per section 7	(2)	each		

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
DUNS Number

\_\_\_\_\_  
Discount Terms or Net 30

\_\_\_\_\_  
Delivery Date (if other than stated ARO period)

\_\_\_\_\_  
Quantity Discount or Trade-in amount

## **APPLICABLE JUDICIARY TERMS AND CONDITIONS**

### **1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

(end)

### **2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this contract:**

☒ Clause 2-35 F.o.b. Destination, Within Judiciary's Premises (JAN 2003)

☐ Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)

☐ Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)

☒ Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

☐ Clause 6-85 Commercial Computer Software License (APR 2013)

☐ Clause 6-105 California E-Waste Fee (APR 2013)

☐ Clause 7-115 Availability of Funds (JAN 2003)

## SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the contracting officer has indicated are applicable, are incorporated in this solicitation:

☐ Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

### Solicitation Provisions Incorporated by Reference

☒ Provision 2-100, Brand Name or Equal (APR 2013)

☐ Provision 3-135, Single or Multiple Awards (JAN 2003)

☐ Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award (JAN 2003)

### Additional Solicitation Provisions

☒ Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award an open market type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

☒ Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):* \_\_\_\_\_

- ☐ TIN has been applied for.
- ☐ TIN is not required, because:
  - ☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
  - ☐ Offeror is an agency or instrumentality of a foreign government;
  - ☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- ☐ sole proprietorship;
- ☐ partnership;
- ☐ corporate entity (not tax-exempt);
- ☐ corporate entity (tax-exempt);
- ☐ government entity (federal, state or local);
- ☐ foreign government;
- ☐ international organization per 26 CFR 1.6049-4;
- ☐ other \_\_\_\_\_.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is ☐, is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)
  - ☐ Black American
  - ☐ Hispanic American
  - ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
  - ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
  - ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
  - ☐ Individual/concern, other than one of the preceding.

(end)

*(The contracting officer may incorporate additional clauses – by reference or in full text – or provisions in the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#) to determine, if the provision or clause can be included by reference or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)*